

TOWN OF FOREST HEIGHTS, MARYLAND
TOWN MEETING
VIRTUAL MEETING | WEDNESDAY, NOVEMBER 17, 2021 | 8:00PM
AGENDA

Call to Order: 8:00PM

Roll Call Council:

| | | |
|---|----------------------------------|---------------------------------|
| 1. Calvin Washington, Mayor | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 2. Robert Barnes, Councilman -- Ward I | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 3. Troy Lilly, Councilman – Ward I | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 4. Clifton Atkinson, Councilman – Ward II | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 5. Theresa Brownson, Councilwoman – Ward II | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 6. Taunya Hines, Councilwoman – Ward III | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 7. Paula Noble, Councilwoman – Ward III | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |

I. Moment of Silence

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- a. Minutes from November 1, 2021, will be presented at the meeting on December 15, 2021

IV. Public Period (limit 2 minutes)

V. Legislation:

- a. **RESOLUTION 40-21:** FISCAL YEAR 2022 BUDGET AMENDMENT
- b. **RESOLUTION 41-21:** FISCAL YEAR 2021 BUDGET AMENDMENT
- c. **RESOLUTION 51-21:** A RESOLUTION TO AUTHORIZE THE MAYOR TO DISTRIBUTE CHRISTMAS BONUSES TO THE TOWN EMPLOYEES
- d. **RESOLUTION 54-21:** A RESOLUTION TO OFFICIALLY NAME THE FOREST HEIGHTS MUNICIPAL BUILDING AS “HABEEB-ULLAH MUHAMMAD MUNICIPAL BUILDING”
- e. **RESOLUTION 57-21:** A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS
- f. **RESOLUTION 58-21:** A RESOLUTION TO APPROVE THE FORMATION AND SUPPORT FOR A POLICE EXPLORER POST AND A POLICE ATHLETIC/ACTIVITIES LEAGUE BY THE FOREST HEIGHTS POLICE DEPARTMENT
- g. **RESOLUTION 60-21:** A RESOLUTION TO APPROVE A COOPERATIVE VEHICLE AND FUEL AGREEMENT BETWEEN PRINCE GEORGE’S COUNTY (THE “COUNTY”) AND THE TOWN OF FOREST HEIGHTS (THE “TOWN”)
- h. **ORDINANCE 05-21:** (FIRST REVISION) AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND REVISING ARTICLE 2 (ADMINISTRATION) OF THE TOWN ORDINANCE CODE, BY AMENDING SECTION 2.6 (HOLIDAYS) BY ADDING JUNETEENTH-NATIONAL INDEPENDENCE DAY ON JUNE 19 AND HABEEB-ULLAH MUHAMMAD DAY ON AUGUST 31; AND GENERALLY RELATING TO DECLARED HOLIDAYS IN THE TOWN OF FOREST HEIGHTS.

VI. New Business

VII. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/563484463>

Meeting ID: 563 484 463

One tap mobile

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**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment

INTRODUCED BY: Calvin Washington, Mayor

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

NOW, BE IT RESOLVED, that Revenue line item 6037 Speed Camera be increased in the amount of \$100,000, and that Expenditure line item 7300 Speed Camera Administration Fee be increased in the amount of \$100,000. And that Expense Line Item 7167 Workers Compensation – Police Dept. be increased in the amount of \$25,000. And that Expense Line Item 9999 Unassigned Fund (E) be decreased in the amount of \$25,000.

REVENUES

GENERAL FUND REVENUES

| | |
|---|--------------|
| Town Real Estate Taxes - Noncommercial | \$796,800.00 |
| Town Real Estate Taxes - Commercial | \$43,300.00 |
| Town Real Estate Taxes – Rented Residential | \$93,300.00 |
| Income Taxes | \$180,700.00 |
| Other Taxes | \$80,000.00 |

| | |
|-----------|--------------|
| Trash Fee | \$187,935.00 |
|-----------|--------------|

| | |
|------------------------|--------------|
| INTERGOVERNMENT | \$817,694.00 |
|------------------------|--------------|

| | |
|-------------------------------|-------------|
| LICENSES & PERMITS | \$14,800.00 |
|-------------------------------|-------------|

| | |
|----------------------|------------|
| TOWN SERVICES | \$8,596.00 |
|----------------------|------------|

| | | |
|---------------------|----------------|----------------|
| SPEED CAMERA | \$1,692,460.00 | \$1,792,460.00 |
|---------------------|----------------|----------------|

| | |
|-----------------------|--------------|
| OTHER REVENUES | \$115,650.00 |
|-----------------------|--------------|

| | |
|------------------------|--------------|
| OTHER FINANCING | \$853,613.25 |
|------------------------|--------------|

| | |
|---------------------|----------------|
| FUND BALANCE | \$2,377,268.00 |
|---------------------|----------------|

| | | |
|--------------------------------|----------------------------------|-----------------------|
| TOTAL BUDGETED REVENUES | \$7,262,116.25 | \$7,362,116.25 |
|--------------------------------|----------------------------------|-----------------------|

MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS

RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment

EXPENDITURES

| | | |
|---------------------------------|-------------------------------|--------------------|
| GENERAL GOVERNMENT | \$68,845.00 | |
| ADMINISTRATION | \$332,035.00 | |
| NON-DEPARTMENTAL | \$250,300.00 | |
| PUBLIC SAFETY | 1,123,105.00 | \$1,148,105.00 |
| PUBLIC WORKS | \$374,834.00 | |
| SPEED CAMERA | | |
| Direct Speed Camera Cost | \$1,318,535.00 | \$1,418,535.00 |
| State Revenue | \$175,000.00 | |
| Allowable Expenses | \$15,200.00 | |
| STREET IMPROVEMENTS | \$595,182.00 | |
| TRASH SERVICES EXPENSE | \$195,310.00 | |
| CAPITAL IMPROVEMENTS | \$447,500.00 | |
| MUNICIPAL BUILDING EXPENSE | \$427,600.00 | |
| STREET LIGHTING EXPENSE | \$42,000.00 | |
| TOTAL SPECIAL PROGRAM EXPENSE | \$32,250.00 | |
| GRANTS – RESTRICTED FUNDING | \$541,883.50 | |
| FUND BALANCE | \$1,322,536.75 | \$1,297,536.75 |
| TOTAL BUDGETED EXPENDITURES | \$7,262,116.25 | \$7,362,116.25 |

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 17th day of November 2021.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

| | |
|------------|-------|
| WASHINGTON | _____ |
| BARNES | _____ |
| HINES | _____ |
| BROWNSON | _____ |
| ATKINSON | _____ |

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment

NOBLE _____
LILLY _____

I HEREBY CERTIFY that the above Resolution ___ - 21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 17th day of November 2021.

ATTEST: THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment

INTRODUCED BY: Mayor Calvin Washington

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2021 - 2022 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

NOW, BE IT RESOLVED, that Revenue line item 6200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 and that Expenditure line item 8200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 under the new appropriation category entitled ARP Coronavirus Funds.

REVENUES

GENERAL FUND REVENUES

| | | |
|---|---------------------------|----------------|
| Town Real Estate Taxes - Noncommercial | \$953,441.00 | |
| Town Real Estate Taxes - Commercial | \$51,333.00 | |
| Town Real Estate Taxes – Rented Residential | \$94,691.00 | |
| Income Taxes | \$240,000.00 | |
| Other Taxes | \$93,000.00 | |
| Trash Fee | \$187,935.00 | |
| INTERGOVERNMENT | \$489,650.00 | \$1,752,752.67 |
| LICENSES & PERMITS | \$15,300.00 | |
| TOWN SERVICES | \$8,596.00 | |
| SPEED CAMERA | \$2,200,000.00 | |
| OTHER REVENUES | \$98,050.00 | |
| OTHER FINANCING | \$311,190.19 | |
| FUND BALANCE | \$2,377,268.00 | |
| TOTAL BUDGETED REVENUES | \$7,120,454.19 | \$8,383,556.86 |

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment

EXPENDITURES

| | | |
|---------------------------------|--------------------|--------------------|
| GENERAL GOVERNMENT | \$72,452.00 | |
| ADMINISTRATION | \$379,589.00 | |
| NON-DEPARTMENTAL | \$273,700.00 | |
| PUBLIC SAFETY | \$1,337,189.00 | |
| PUBLIC WORKS | \$461,576.00 | |
| SPEED CAMERA | | |
| Direct Speed Camera Cost | \$1,391,447.00 | |
| State Revenue | \$200,000.00 | |
| Allowable Expenses | \$15,200.00 | |
| STREET IMPROVEMENTS | \$556,190.19 | |
| TRASH SERVICES EXPENSE | \$196,535.00 | |
| CAPITAL IMPROVEMENTS | \$133,000.00 | |
| MUNICIPAL BUILDING EXPENSE | \$1,065,000.00 | |
| STREET LIGHTING EXPENSE | \$42,000.00 | |
| TOTAL SPECIAL PROGRAM EXPENSE | \$47,200.00 | |
| GRANTS – RESTRICTED FUNDING | \$29,000.00 | |
| ARP CORONAVIRUS FUNDS | \$0.00 | \$1,263,102.67 |
| FUND BALANCE | \$920,376.00 | |
| TOTAL BUDGETED EXPENDITURES | \$7,120,454.19 | \$8,383,556.86 |

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 17th day of November 2021.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| WASHINGTON | _____ |
| ATKINSON | _____ |
| BARNES | _____ |
| BROWNSON | _____ |
| HINES | _____ |
| NOBLE | _____ |
| LILLY | _____ |

I HEREBY CERTIFY that the above Resolution ___ - 21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 17th day of November 2021.

ATTEST: THE TOWN OF FOREST HEIGHTS,
MARYLAND

| | |
|--|--------------------------------------|
| _____ Sherletta Hawkins, Town Clerk | By:_____ Calvin Washington, Mayor |
|--|--------------------------------------|

By:_____
Taunya Hines, Council President

TOWN OF FOREST HEIGHTS
RESOLUTION 51-21

A RESOLUTION TO AUTHORIZE THE MAYOR TO DISTRIBUTE CHRISTMAS
BONUSES TO THE TOWN EMPLOYEES

Introduced By: Calvin Washington, Mayor

WHEREAS, the Mayor and Council passed Emergency Ordinance 02-20 on June 11, 2021, approving the Fiscal Year 2021 Budget for The Town of Forest Heights (the "Town"); and

WHEREAS, Section 33-46 of the Town Charter requires that no public money may be expended without having been appropriated by the Council; and

WHEREAS, Section 33-48 of the Town Charter requires that during any budget year no officer or employee of Town shall expend or contract to expend any money or incur any liability which by its terms involves the expenditure of money for any purpose, in excess of the amounts appropriated for or transferred to that general classification of expenditure; and

WHEREAS, the Town Council finds that it is an accepted and long-standing practice in the State of Maryland for municipal corporations to provide employee bonuses at the end of the calendar year in recognition of faithful public service and that it is in the best interest of the Town to do so at this time; and

NOW, THEREFORE BE IT RESOLVED, that the Town Council authorizes the Mayor and Treasurer to provide additional compensation to all employees, excluding police officers, of the Town in the form of a bonus in an amount not to exceed \$200.00 per employee plus FICA; and

BE IT FURTHER RESOLVED, that each employee, Administration Department 4, Public Works 5, and Police Department 15, total of 24, shall receive this bonus as appreciation for their service to the Town for the pay period ending on or before December 31, 2021.

BE IT FURTHER RESOLVED, that said bonuses shall be appropriated from Line Item 7005 of the Fiscal Year 2022 Town Budget.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage. PASSED this 17th day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

TOWN OF FOREST HEIGHTS
RESOLUTION 51-21

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

| | |
|------------|-------|
| WASHINGTON | _____ |
| BROWNSON | _____ |
| LILLY | _____ |
| BARNES | _____ |
| ATKINSON | _____ |
| HINES | _____ |
| NOBLE | _____ |

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 17th day of November 2021 with _____ Aye votes and _____ Nay, constituting a majority, the aforesaid Resolution 51-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 54-21

**A RESOLUTION TO OFFICIALLY NAME THE FOREST HEIGHTS MUNICIPAL
BUILDING AS “HABEEB-ULLAH MUHAMMAD MUNICIPAL BUILDING.”**

Introduced By: Mayor Washington and Councilwoman Taunya Hines

WHEREAS, the Town of Forest Heights was deeply saddened to announce the passing of Mayor Habeeb-Ullah Muhammad on August 15, 2021; and

WHEREAS, former Mayor Habeeb-Ullah Muhammad served as Mayor from 2017 until 2021 and previous served two terms on the Town Council representing Ward III; and

WHEREAS, former Mayor Habeeb-Ullah Muhammad led the Town in numerous accomplishments including: the Senior’s 60-Plus Program, the Neighborhood Watch Committee, the Green Team, Forest Heights Beautification, increased police staffing and attainment of 24-hour patrolling, development of the Community Gathering Space, Community Garden, North Huon Safe Routes to School Sidewalk Project, Casino Local Impact Funding, Rolph Drive Green Street project, support for the Harbor View development, and many other projects and initiatives; and

WHEREAS, throughout her municipal career Mrs. Muhammad continuously supported public safety in the Town by ensuring that the services that the Police Department provided to the citizens of the Town was second to none, and that the department received the staffing, funding, training and technology it needed to provide the citizens it protected with this level of service; and

WHEREAS, the Mayor and Council of the Town of Forest Heights wish to recognize former Mayor Habeeb-Ullah Muhammad for her love, leadership, and dedicated service to the Town, its residents and her commitment and loyalty to the Town over the last 40 years; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council that the Municipal Building be officially named and hereinafter known as “Habeeb-Ullah Muhammad Municipal Building.”

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

PASSED this ____ day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON

BROWNSON

NOBLE

BARNES

The Town of Forest Heights

Resolution 54-21

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THE TOWN OF FOREST HEIGHTS
RESOLUTION 54-21

HINES

LILLY

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of November 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 57-21

**A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS**

Introduced By: Calvin Washington, Mayor

WHEREAS, pursuant to Article 21 of the Town Ordinance Code, within thirty days of taking office, the Mayor shall establish, at a minimum, four (4) standing oversight committees to include, Ways and Means, Finance, Public Works and Sanitation, and Public Safety, and shall appoint chairs with the approval of the full Council from among the sitting councilpersons to each of these committees, and these Council committees shall provide oversight of an advisory nature in their respective areas, and

WHEREAS, Article 21 of the Town Ordinance Code, further states that the mayor shall assign one member of the Town Council to serve as Council liaison to the various boards, committees and other bodies, and the Council liaison shall advise the body on issues or on the procedure for bringing matters to Council and shall attend meetings of the body on occasion, if needed and when scheduling allows; and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and ratifies the Mayor's amendments to the existing Council Committees and the Council liaison and subcommittee assignments contained within the attached memorandum dated November 1, 2021; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON

BROWNSON

NOBLE

BARNES

HINES

LILLY

ATKINSON

The Town of Forest Heights

Resolution 57-21

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THE TOWN OF FOREST HEIGHTS
RESOLUTION 57-21

I HEREBY CERTIFY that the above Resolution No. 57-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ____ day of November 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the day of November 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution 57-21 passed.

Sherletta Hawkins, Town Clerk



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Calvin Washington
Mayor

MEMORANDUM

Date: Amended November 1, 2021

To: All Council Members

Subject: Committee Appointments in accordance with FH Ordinance Article 21(A)

I, Mayor Calvin Washington have assigned Council Chair and Council Liaison for various committees. The following assignments have been made.

Assignment for standing committees as well as Council Liaison for subcommittees are listed below, it is my hope that the Council Liaison will work to recruit and include resident participation in all sub committees. Council members assigned as liaison will provide oversight of an advisory nature to the committee members and report to the entire council.

Ways and Means Committee – Chair, Councilperson Paula Noble, Mayor Calvin Washington, Town Administrator Linwood Robinson.

Finance Advisory Committee – Chair, Councilperson Troy Lilly, Committee members Councilperson Taunya Hines and Clifton Atkinson

Public Works and Sanitation Advisory Council – Chair Councilman Theresa Brownson, Committee members Paula Noble, and Robert Barnes

Public Safety Advisory Council – Chair, Paula Noble, Committee members Clifton Atkinson and Robert Barnes

- Neighborhood Watch -- Council Liaison, Councilperson Clifton Atkinson
- Community Surveillance Cameras -- Council Liaison, Councilperson Theresa Brownson
- New Sidewalk Projects – Council Liaison, Robert Barnes
- Street Lighting – Council Liaison, Councilperson, Theresa Brownson, Committee members Robert Barnes, and Clifton Atkinson
- Police Department – Council Liaison, Councilperson Paula Noble
- Emergency Preparedness (COOP) Chief Rease, Councilperson Troy Lilly and Town Administrator Linwood Robinson

Sustainability Plan Committee – Councilperson Clifton Atkinson, Robert Barnes, and Town Administrator Linwood Robinson

- Annexation Planning Committee –Chair, Mayor Calvin Washington and Councilperson Troy Lilly, Taunya Hines and Town Administrator Linwood Robinson
- Economic Development - Mayor Calvin Washington and Town Administrator Linwood Robinson
- Housing and Community Needs – Councilperson Taunya Hines and Clifton Atkinson
- Beautification and Appearance Committee- All Councilpersons for his and her Ward

Plus 60 Committee - Council Liaison, Councilperson Paula Noble

Communication Committee-Council Liaison, Councilperson Theresa Brownson, Paula Noble and Robert Barnes

- **Forest Heights Day Committee**- Council Liaison, Theresa Brownson, Committee Members Taunya Hines and Troy Lilly

The Town has several committees and Town Council will need to seek interested citizens to become active with our boards.

- **Annexation:** Committee will attend meetings scheduled by the Prince Georges County Planning Committee (Forest Heights/Eastover/Glass Manor) and provide a report back to the Town Council and citizens. The Committee will also provide a feasibility report to the Mayor and Town Council on the prospect of annexation of any surrounding property.
- **Beautification and Appearance Committee:** The Town of Forest Heights Beautification and Appearance Committee shall advise and assist the Town Council by identifying, recommending, developing programs and projects to improve community appearance, including, but not limited to, identification of appearance problems, preparing plans to improve community appearance, recommending policies, programs, projects, seeking grant opportunities and coordinating volunteer beautification projects.
- **Emergency Preparedness Committee:** The Town of Forest Heights Committee helps to develop policies and procedures and makes recommendations to Town Council.
- **Public Works and Sanitation Advisory Committee:** The Town of Forest Heights Public Works and Sanitation Advisory Council and the Stormwater Drainage Upgrade Committee shall advise and assist the Town Council in the planning and development of a stormwater management infrastructure for the

town, including the need for and financing of new and renovated infrastructure and the development of or revisions of service policies.

- **Safety Advisory Council:** The Town of Forest Heights Public Safety Council shall advise and assist the Town Council in the identification of needs, problems, and proposed solutions related to crime prevention, streets and sidewalk improvement, recommendation for location and development of policy and procedures for the Community Surveillance Cameras, maintenance of street lighting, and community police relationship.
- **Economic Development Committee:** The Town of Forest Heights Economic Development Committee shall advise and assist the Town Council in identifying and recommending ways to improve the availability of business services for residents and visitors. The committee is also to develop strategies for business development, encouraging the establishment of new service businesses, as well as setting, designing, and developing ways to support our business district.
- **Plus 60 Committee:** The Plus 60 Committee will continue to plan events and activities that are targeted towards and work to identify ways to address the needs of the seniors of our Town, to seek grant opportunities and services that will help promote a good quality living for our seniors.
- **Neighborhood Watch Committee:** The Neighborhood Watch Committee (NWC) is responsible for working with local law enforcement and residents of the community to develop and maintain a program of activities that have the goal of increasing the safety and comfort of all residents while minimizing unsafe activities in the community.
- **Sustainability Plan Committee:** The Sustainability Plan Committee will work with the Town to develop the Sustainability Plan. The Committees will meet regularly, to provide the Town with thoughtful and informed guidance, input and feedback throughout the planning process. Additionally, members of the Sustainability Plan Committee will work to encourage others to become involved in the process to develop the Sustainability Plan. The Sustainability Plan Committee will have meetings scheduled throughout the duration of the Sustainability Planning Process. The Committee may consist of employees, technical experts, key business, and community stake holders representing higher education, non-profit organizations and state and local agencies

Council Committee Chairs and Liaisons are encouraged to seek citizen participation in each of the committees. Anyone interested in serving on any of the committees are requested to complete an application. Appointments will be approved by the Mayor and Council.

TOWN OF FOREST HEIGHTS
RESOLUTION 58-21

A RESOLUTION TO APPROVE THE FORMATION AND SUPPORT FOR A POLICE EXPLORER POST AND A POLICE ATHLETIC/ACTIVITIES LEAGUE BY THE FOREST HEIGHTS POLICE DEPARTMENT

Introduced By: Calvin Washington, Mayor

WHEREAS, the Mayor and Council find that Law Enforcement Exploring is a career orientation and experience program for young people contemplating a career in the field of criminal justice, and its mission is to offer young adults, ages 14-21, interested in a career in law enforcement a personal awareness of the criminal justice system through training, practical experiences and other activities; and

WHEREAS, the Mayor and Council further find that Law Enforcement Explorer Posts and "Police Explorers" are sponsored by local, state and federal law enforcement agencies throughout the country, and Law Enforcement Exploring is endorsed by numerous professional organizations, to include the International Chiefs of Police Association (IACP) and the National Sheriffs Association (NSA); and

WHEREAS, Police Explorers programs are based on a partnership between a participating agency, known as a sponsoring agency and normally a law enforcement agency, and Exploring component of the Learning for Life Program affiliated with the Boy Scouts of America, and are based on the following five areas of emphasis: Career Opportunities, Life Skills, Citizenship, Character Education, and Leadership Experience; and

WHEREAS, Police Exploring serves two different age groups, both co-eds whereby exploring clubs serve middle schoolers, aged 10 - 14, in sixth through eighth grades, and exploring posts serve older youth 14 - 20 years old; however, the program model is the same for both age groups—hands-on and interactive character and career activities are facilitated by trained leaders in the community; and

WHEREAS, the partnership typically involves an agreement between the sponsoring agency and exploring that is memorialized in a Memorandum of Understanding (MOU) that is signed annually by the head of the sponsoring agency (i.e., FHPD) and the Learning for Life representative; and

WHEREAS, the sponsoring police department typically provides (i) screening and selection of at least one adult advisor, a committee composed of three (3) or more adult members (often police officers), for a minimum of five (5) Explorers providing: (ii) a career orientation and activities program, (iii) administrative support for the Explorer Post, (iv) meeting and training facilities, and (v) uniforms, equipment and other types of financial support; and

WHEREAS, the national organization known as the Learning for Life Corporation supports the local Exploring programs by proving (i) affiliation with a respected youth organizations, (ii) leadership training for adults and youth leaders, (iii) guidance on Post

TOWN OF FOREST HEIGHTS
RESOLUTION 58-21

organization and program development, (v) recruitment assistance (annual high school survey, etc.), (vi) use of regional or national facilities such as camps for recreational activities, (vii) coordination and communication with National Law Enforcement Exploring Committee, (viii) management and administrative support for National Law Enforcement Exploring Conference, National Law Enforcement Exploring Leadership Academies, and assistance with scholarships and awards, (ix) comprehensive general liability insurance coverage for the sponsoring agency, (x) personal accident insurance for Explorers and adults (for a small fee or, in some instances, may be provided by local Learning for Life Council as part of the annual registration fee); and

WHEREAS, the Mayor and Council find that a local Police Athletic/Activities League ("PAL") serves the youth of a community with customized recreational, educational, cultural, and social programs for boys and girls ages 5 to 18 by providing a place to learn, grow, and dream; and

WHEREAS, the Mayor and Council further finds that local PAL's may be independent or may join and be affiliated with the National Association of Police/Athletic Leagues, Inc. ("National PAL"), which has solicited federal grants and established public partnerships with corporations such as Verizon, Motorola, Walmart, Target and CVS to build trust and establish healthy and respectful relationships that are productive and fulfilling; and

WHEREAS, the Mayor and Council further finds that a local PAL Chapter that is an affiliated member of National PAL or remains independent may become part of the police department or may incorporate under State Law as a separate entity or association having organizational bylaws if not registration with the IRS as a 501(c)(3) tax exempt entity; and

WHEREAS, the Mayor and Council further finds that a local affiliation as member of National PAL provides access to a \$1,000,000 policy for liability insurance coverage at an affordable rate which covers PAL youth, coaches, volunteers, police officers, and anyone directly associated with the program; and

WHEREAS, Acting Mayor Washington introduced Resolution 47-21 on October 4, 2021, entitled "A Resolution to Accept a Grant from the Department of Justice for the National PAL Mentoring Program for the Town of Forest Heights Police Department"; and

WHEREAS Resolution 47-21 states that the Town has recently been informed that it is to be the recipient of a \$16,200.00 grant, and the Chief of Police has assigned a police officer to create and facilitate the programs for a local PAL.

NOW THEREFORE BE IT RESOLVED that the Town Council hereby approves and ratifies the creation and implementation of a Police Explorer Post and a Police Athletic/Activities League program to be sponsored and supported by the Forest Heights Police Department.

AND BE IT FURTHER RESOLVED, the Town Council further delegates to the Police Chief the requisite authority to execute an MOU or MOU's on behalf of the Town deemed prudent and necessary on behalf of the Town and any appropriate indemnification or liability release forms

TOWN OF FOREST HEIGHTS
RESOLUTION 58-21

deemed necessary, and that the MOU shall be deemed to be approved, and authorized as of the effective date of this Resolution provided the same is reviewed for legal sufficiency, consistent with this resolution and approved by the Town Administrator; and

AND, BE IT FURTHER RESOLVED, that prior to the Chief of Police implementing any local PAL or Police Employer program or activity that he ensure the procurement of adequate insurance indemnifying the Town and Town officers and employees, to the satisfaction of the Town Administrator, and that the volunteers or participants shall agree to signing a release and waiver that is provided and maintained at all times during the period of participation, and/or otherwise obtain such insurance individual coverage to adequately protect the Town as deemed appropriate, as described or available through the Town's insurance carrier.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

PASSED this ____ day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| LILLY | _____ |
| BROWNSON | _____ |
| NOBLE | _____ |
| BARNES | _____ |
| HINES | _____ |
| WASHINGTON | _____ |
| ATKINSON | _____ |

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

TOWN OF FOREST HEIGHTS
RESOLUTION 58-21

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of November 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 60-21**

A RESOLUTION TO APPROVE A COOPERATIVE VEHICLE AND FUEL AGREEMENT BETWEEN PRINCE GEORGE'S COUNTY (THE "COUNTY") AND THE TOWN OF FOREST HEIGHTS (THE "TOWN")

Introduced By: Calvin Washington, Mayor

WHEREAS, the County's Fleet Management Division is responsible for the overall management of a fleet of over 4,000 vehicles used by 18 agencies of the County Government, and the Division operates two vehicle maintenance facilities and maintains over 3,500 vehicles with services provided to include general light and heavy repair, scheduled preventive maintenance, vehicle emission inspections, body repairs, towing and road service; and

WHEREAS, the County's Fleet Management Division provides repairs under contract for at least ten (10) County municipalities, three Volunteer Fire Departments and the Department of Social Services' State issued vehicles; and

WHEREAS, the County's Central Vehicle Maintenance Facility is in Capitol Heights and was named #15 of the Top 100 Public Sector Fleets in North America for 2014; and

WHEREAS, the Town of Forest Heights, wishes to enter into a Cooperative Vehicle and Fuel Agreement with Prince George's County and desires to have its vehicles maintained and repaired on an as-needed basis at the County's Facility, and to have access to and use of the County's fuel facilities, and the Annual Budget in line items 7068,7069,7409,7410,7092,7094,7132,7133 has appropriated funds to support the expenditures; and

WHEREAS, in order for the Town to properly receive the above-described services, the County's Fleet Manager, Mr. Rick Hilmer, and the Town Administrator recommends that the County and the Town submit a new two-party agreement in the new format that will: a) reconfirm and update the jurisdictional relationship for fuel use and b) allow for the performance of maintenance services at the Town's discretion; and

WHEREAS, the term of this Agreement (attached hereto and incorporated herein as Exhibit A) is for a period of five (5) years from the date thereof unless terminated by the parties upon 30 days prior written notice; and

WHEREAS, the Town will be invoiced monthly for fuel consumption at the then current Council of Governments contract price for unleaded and diesel fuel peak load periods, and the County will charge the Town the performance of services (labor and parts) under the Agreement at rates charged to other users and calculated by the County's Fleet Maintenance System; and

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Forest Heights hereby approves the attached Cooperative Vehicle and Fuel Agreement between the Town and the County for a period of 5 years and authorizes the Acting Mayor to sign said Agreement which is attached hereto and incorporate by reference as Exhibit A;

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 60-21**

AND BE IT FURTHER RESOLVED, that the Mayor or the Town Administrator is hereby duly authorized to execute any necessary permit, request, acknowledgement form, electronic signature agreement, referral, or other legal instrument to effectuate said Agreement in accordance with the purpose of this Resolution;

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| LILLY | _____ |
| BROWNSON | _____ |
| ATKINSON | _____ |
| BARNES | _____ |
| HINES | _____ |
| WASHINGTON | _____ |
| NOBLE | _____ |

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ of November 2021 with ____ Aye votes and ____ Nay vote the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk
The Town of Forest Heights
Resolution 60-21
Page 2

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

ORDINANCE NO. 05-21 (Rev. 1)

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND REVISING ARTICLE 2 (ADMINISTRATION) OF THE TOWN ORDINANCE CODE, BY AMENDING SECTION 2.6 (HOLIDAYS) ~~BY ADDING JUNETEENTH NATIONAL INDEPENDENCE DAY ON JUNE 19 AND MAYOR HABEEB-ULLAH MUHAMMAD DAY ON AUGUST 31~~ TO CONFORM WITH THE FEDERAL MONDAY HOLIDAY LAW; AND GENERALLY RELATING TO DECLARED HOLIDAYS IN THE TOWN OF FOREST HEIGHTS.

Introduced By: ~~Acting~~ Mayor Calvin Washington

WHEREAS, pursuant to § 5-202 of the LG Article of the Md. Ann. Code, the legislative body of a municipality may adopt ordinances to assure the good government of the municipality; and

WHEREAS, pursuant to Subsection 33-20(a) of the Town Charter, the Council shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or said Charter as it may deem necessary for the good government of the Town; for the protection and preservation of the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger, or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto and sojourners therein; and

WHEREAS, pursuant to § 33-21 of said Charter, for the purpose of carrying out the powers granted in Section 33-20 or elsewhere in said Charter, the Council may pass all necessary ordinances and all the powers of the Town shall be exercised in the manner prescribed by said Charter, or, if the manner be not prescribed, then in such manner as may be prescribed by ordinance; and

WHEREAS, pursuant to Section 2.3 of the Town Ordinance Code, the Town Council is authorized and empowered to provide the employees of the Town with benefits, including, but not limited to, paid holidays, leave, death benefits, surgical, hospitalization and other sick benefits, under group insurance plans or otherwise; and

WHEREAS, Section 2.6 of the Town Ordinance Code enumerates the various holidays *observed by the Town providing paid time off* and asserts that they shall conform to the federal holidays as set forth in 5 U.S. Code, § 6103, (Monday Holiday Law); and

WHEREAS, the Town of Forest Heights was deeply saddened to previously announce

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| CAPITALS | : | Indicate matter to be added to existing law |
| <i>Amendment</i> | : | Indicate matter changed after first reader in workshop session. |
| [Brackets] | : | Indicate matter to be deleted from existing law |
| Asterisks * * * | : | Indicate that text is retained from existing law but omitted herein. |

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

ORDINANCE NO. 05-21 (Rev. 1)

the passing of Mayor Habib-Ullah Muhammad on August 15, 2021; and

WHEREAS, the Council finds that it would be fitting and proper to declare ~~[August 31]~~ *the day each year designated as Forest Heights Day* as ~~[Mayor Habib-Ullah Muhammad Day,]~~ a ~~[holiday]~~ *day of honor and remembrance for all those who have departed and faithfully served* the Town of Forest Heights; and

WHEREAS, the Council further finds that slavery was abolished in Maryland by the State Constitution of 1864 with its ratification on October 13, 1864; and

WHEREAS, the Council further finds that Juneteenth has been declared as a holiday in the State of Maryland, which with the passage of HB 448, took effect on June 1, 2021 and established Juneteenth National Freedom Day as a state legal and employee holiday on June 19 in this State; and

WHEREAS, the Council further finds it fitting and proper to likewise declare June 19 as a Town holiday.

SECTION 1.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, that Article 2 (Administration), Section 2.6 (Holidays) of the Town of Forest Heights as written herein below is hereby enacted, adopted, revised and amended such that said Ordinance Code and said Article and section shall henceforth read as follows:

* * *

ARTICLE 2. Administration

Part I Personnel

* * *

Section 2.6. Holidays

~~EXCEPT AS OTHERWISE INDICATED BELOW, [Holidays]~~ TOWN HOLIDAYS shall conform to Federal holidays as set forth in 5 U.S. Code, § 6103, (Monday Holiday Law). ~~and will be observed as follows:~~

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**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

ORDINANCE NO. 05-21 (Rev. 1)

| | |
|---|------------------------------------|
| <i>New Year's Day</i> | <i>January 1</i> |
| <i>M. L. King, Jr. Day</i> | <i>Third Monday in January</i> |
| <i>Washington's Birthday</i> | <i>Third Monday in February</i> |
| <i>Memorial Day</i> | <i>Last Monday in May</i> |
| <i>JUNETEENTH NATIONAL INDEPENDENCE DAY</i> | <i>JUNE 19</i> |
| <i>Independence Day</i> | <i>July 4</i> |
| <i>MAYOR HABEEB-ULLAH MUHAMMAD DAY</i> | <i>AUGUST 31</i> |
| <i>Labor Day</i> | <i>First Monday in September</i> |
| <i>Columbus Day</i> | <i>Second Monday in October</i> |
| <i>Veteran's Day</i> | <i>November 11</i> |
| <i>Thanksgiving Day</i> | <i>Fourth Thursday in November</i> |
| <i>Christmas Day</i> | <i>December 25</i> |
| <i>Inauguration Day</i> | <i>January 20 (every 4 years)</i> |

* * *

SECTION 2. AND BE IT FURTHER ORDAINED AND ENACTED, that any prior ordinances adopting and enacting any provision of Article 2 of said Code or any other ordinance or resolution previously adopted pertaining to a subject or subjects embodied by the title of this Ordinance, or the provisions found herein shall be deemed repealed and superseded by the provisions of this Ordinance and should a previously enacted ordinance cover a provision or subject that is not covered by this Ordinance, it shall remain in full force and effect unless it directly conflicts with the express language of this Ordinance.

SECTION 3. AND BE IT FURTHER ORDAINED AND ENACTED, that this Ordinance shall take effect thirty (30) calendar days following adoption by the Town Council, having been passed by the required yea and nay votes of the Mayor and Council of the Town of Forest Heights.

SECTION 4. AND BE IT FURTHER ORDAINED AND ENACTED, that upon passage, the Town Clerk shall cause to be published a summary of this Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights.

HAVING BEEN INTRODUCED AND HAVING BEEN READ, as an ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the

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**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

ORDINANCE NO. 05-21 (Rev. 1)

affirmative votes of at least four (4) of the members of the legislative body including the Mayor as indicated below at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on this ____ day of _____, 2021, at _____ o'clock ____ .m., in the Municipal Building in Forest Heights, Maryland.

| <u>ROLL CALL VOTE</u> | <u>YEA/NAY/ABSTAIN/ABSENT</u> |
|-----------------------|-------------------------------|
| LILLY | _____ |
| BARNES | _____ |
| HINES | _____ |
| BROWNSON | _____ |
| ATKINSON | _____ |
| NOBLE | _____ |
| WASHINGTON | _____ |

I HEREBY CERTIFY that the above Ordinance No. 5-21 was passed by the required ye and nay vote of the Mayor and Council of the Town of Forest Heights on the ____ day of _____ 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Taunya Hines, President

CERTIFICATION

I HEREBY CERTIFY that following its passage, a summary of this Ordinance No. 5-21 has been published at least twice in the Town newsletter or a newspaper having general circulation in the Town of Forest Heights and that an executed copy of this ordinance has been delivered to General Code, LLC for codification.

CAPITALS : Indicate matter to be added to existing law
Amendment : Indicate matter changed after first reader in workshop session.
[Brackets] : Indicate matter to be deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

ORDINANCE NO. 05-21 (*Rev. 1*)

Date: _____

Sherletta Hawkins, Town Clerk

1st Reading: November 1, 2021

2nd Reading: _____

| | | |
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